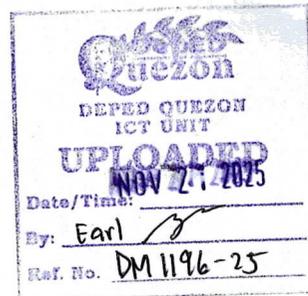




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 November 2025

DIVISION MEMORANDUM

DM No. 1196, s. 2025

DIVISION TRAINING ON FACILITATION SKILLS AND LEARNING MANAGEMENT FOR SCHOOL LEADERS AND TEACHERS

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office through the Human Resource Development (HRD) Section shall conduct the Division Training on Facilitation Skills for School Leaders and Teachers on December 1-5, 2025 at M.I. Sevilla's Hotel & Resort, Brgy Domoit Lucena, City.
2. The activity aims to capacitate potential learning facilitators on effective facilitation skills and learning management standards that will ensure successful sessions delivery and proper implementation of the programs. This covers essential topics and activities that will allow to demonstrate their in-depth understanding and skills through simulations exercises.
3. In this regard, all school leaders and teachers regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation, are advised to attend to the said activity. Attached is the list of PMT, TWG and participants.
4. Participants may request travel authority for the period of November 30, 2025 utilizing Day 0 to December 1- 5, 2025. Registration will start at 7:00 A.M. and opening program will start at 8:00 A.M. on Day 1. First meal to be served is dinner for Day 0 while the last meal to be served is P.M. snacks on Day 5.
5. Meals and accommodation relative to the conduct of this activity shall be charged against the Division HRTD Fund while the travel and incidental expenses of PMT,

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learning facilitators, and participants shall be charged to their respective Division/School MOOE/local funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgodhrd11/18/2025

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